COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*. It provides procedures for developing and allocating recruiting goals and accession reporting. It applies to all Air Force Reserve Command (AFRC) recruiting personnel. HQ AFRC/RSOO must approve supplements to this instruction before publication.

SUMMARY OF REVISIONS

This revision changes HQ AFRES to HQ AFRC, adds clarification to the goal determination and allocation process, revises the term "senior recruiters/HP regional managers" to "recruiting managers," adds documentation for claiming accessions (table 2), changes previous paragraph 2.3 to identify the new physician goal from the former HP goal directives (paragraph 4.3), changes previous paragraph 4 to reflect exceptions for accession credit criteria and the requirement for recruiting managers to quality check all accession data prior to RAMS input (paragraph 6), adds new recruiting terms and deletes obsolete recruiting terms (attachment 1), and shows new examples of goal development (attachment 2).

1. Annual Goal. The annual recruiting goal is developed to support the Air Force Reserve Command programmed end strength for each fiscal year (FY). This goal is based on beginning strength on 1 October, programmed end-strength for 30 September, and historical attrition. The annual goal is broken out by individual mobilization augmentee (IMA) and unit requirements and distributed to line, in-service recruiters (ISR), and physician recruiters (HP). An annual goal revision/review must be accomplished as Air Force Reserve force structure changes; planning, program, and budgeting system adjustments occur; or other unscheduled end strength modifications alter the initial fiscal year goal calculations. See attachment 2, paragraph A2.1 for example.

2. Unit Goal. HQ AFRC/RSOO determines the overall AFRC unit goal and distributes it to the operating locations (OL) on a "fair share" basis. Recruiting managers are responsible for meeting FY AFRC Vice Commander Military Strength Requirements (CVMSR) established for their respective wings. Each recruiting manager maintains the current FY CVMSR on file and determines his or her wing accession needs to meet the local HQ AFRC/CV manning requirement. The higher of the two goals (wing plus IMA, or Recruiting Service (RS) fair share) must be assigned to line recruiters to support local and national manning requirements. See attachment 2, paragraph A2.2 for an example.

3. IMA Goal. The IMA recruiting goal is determined by Headquarters Air Reserve Personnel Center (HQ ARPC) in the same manner as above in paragraph 2. Recruiting is given a portion of this requirement based upon the historical IMA accession percentage realized from recruiting sources. The IMA recruiting goal is distributed to line, ISR, and physician recruiters based on manning/training requirements, production opportunity, and recruiter manning. The IMA goal is furnished to recruiting managers by HQ AFRC/RSOO.

4. Annual Goal Distribution. The unit and IMA goals are distributed to each OL as follows:

4.1. Line Recruiter Goal. Determine line recruiting goals by subtracting physician and ISR goals (unit and IMA program) from the overall annual recruiting goal required to meet the AFRC manning requirements. The line recruiter goal is distributed to OLs based on their percent of RS line recruiter manning. Line recruiters may also receive sub-goals in the non-prior service and allied health professions programs.

4.2. ISR Goal. Determine individual ISR accession expectations using table 1. See attachment 2, paragraph A2.3 for an example. Line recruiters serving a military personnel flight as an itinerary stop should access half of the "x" percent of eligible separatees.

Table 1. ISR Accession Expectations.

Item	If the ISR covers	the expected accessions from	will be
1	one base	that base	"x" % of eligible separatees
2	two bases	the second base	90% of the "x" % of eligible separatees.
3	three bases	the third base	80% of the "x" % of eligible separatees.

4.3. Physician Goal. This goal is distributed to physician recruiters based upon assigned physician and oral surgeon strength on 1 October, programmed end strength as of 30 September, and historical physician attrition. The annual goal is broken out by unit, IMA, and Stipend requirements and is distributed to physician recruiters. The physician goal is developed and distributed by HQ AFRC/RSOH in coordination with HQ AFRC/SG, HQ AFRC/RSOO (unit), and HQ ARPC/SG (IMA). See attachment 2, paragraph A2.4 for an example.

5. Goal Allocation: HQ AFRC/RSOO allocates unit and IMA goals to each Numbered Air Force (NAF) by location based on goaling criteria for line and ISR. (Allied health professions officer goals and non-prior service goals may be distributed to line recruiters as sub-goals.) HQ AFRC/RSOH allocates unit and IMA physician and oral surgeon goals to each NAF based on goaling criteria for physician recruiters. These goals are forwarded to each OL as their share of RS goal. The recruiting manager must

maintain the goal letter on file. Once assigned to the OL, the recruiting manager assigns a goal to each recruiter in writing and forwards a courtesy copy to HQ AFRC/RSOO. (For line recruiters, the higher requirement, RS fair share or wing plus IMA, must be assigned to recruiters.) Each recruiter acknowledges receipt of this goal by signature. Recruiting goals are reviewed periodically by HQ AFRC/RSOO, and RSOH, as appropriate, to determine if current goals are adequate to meet end strength requirements. (HQ AFRC/RSOO and RSOH make adjustments within the guidelines of the specific area needing adjustment.) Each recruiting manager must adjust the wing accession requirement to support changes in the wing's attrition rate and/or CVMSR and provide line recruiters a written revised goal if accession requirements plus IMA are higher than their share of RS goal.

6. Accession Credit. Accession credit is awarded when the enlistment/appointment/assignment is a gain to the drill pay floor. Credit is not awarded for individuals being assigned into the Individual Ready Reserve or for those going from one pay category into another pay category. *EXCEPTIONS*: Recruiters are given accession credit for gains to the Air Force Ready Reserve Stipend Program, for appointment of enlisted personnel to the health professions officer program, for CAT E Health Professions officers, for CAT E accessions outside CONUS and to the chaplain candidacy program.

7. Submitting Reserve Accessions:

7.1. Recruiting managers must ensure all enlistment, appointment, and assignment accession data is entered correctly into the Recruiter Automated Management System (RAMS) within 5 workdays of accession date. If this time frame is not met, recruiting managers must annotate the reasons in the remarks section of AFRC Form 83, **Prospect Interview Record (PIR)** or AFRC Form 7, **Health Professions Prospect Interview Record**. Assignments are not to be input into RAMS until the effective date of change of strength accountability (EDCSA) occurs and the written documentation to support the accession claim is on hand. A properly completed PIR must be maintained in the OL central files on all accessions entered into RAMS. Recruiting managers must quality check all accession data and correct errors found prior to RAMS input.

7.2. In order to claim accession credit, the recruiter must have one or more of the properly completed documents listed in table 2.

Table 2. Documentation For Claiming Accessions.

Item	Documentation
1	DD Form 4-1-2, Enlistment/Reenlistment--Armed Forces of the United States
2	AF Form 133, Oath of Office (Military Personnel)
3	Personnel Transaction Identifier (PTI) 204 or Transitory Transaction Identifier (TTI) 535 with confirmation
4	Assignment Orders
5	HQ ARPC or MAJCOM approved/endorsed AF Form 1288, Application for Reserve Assignment with EDCSA. [This only applies for IMA accessions]
6	Personnel Data System (PDS) Surf reflecting member's assignment PAS Code and EDCSA

NOTE:

In the event and individual does not appear on the bi-weekly Orders Report, a verbal confirmation from a member of the RSOI staff can be used in lieu of an actual Orders Report. The date and number of the order, who gave the confirmation, and the date it was received must be annotated on the back of the PIR Card.

7.3. If an individual is found to have a disqualifying condition or factor which existed at the time of accession, the accession credit will be removed. On a case-by-case basis, accession credit may be removed if an enlistee does not attend basic military training. (Reason for discharge will be reviewed by HQ AFRC/RSOO.)

7.4. When two OLs claim the same accession, the senior recruiters are responsible for obtaining a resolution. If resolution is not achieved, HQ AFRC/RSOO is the final determination authority. This determination is based on the supporting documentation provided to HQ AFRC/RSOO. Appropriate documentation is listed in table 2 and must be accompanied by a properly completed PIR card.

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Attachment 1

GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS

Abbreviations

BMT—Basic Military Training

EDCSA—Effective Date of Change of Strength Accountability

FY—Fiscal Year

HQ AFRC/RSO—Headquarters Air Force Reserve Command Recruiting Operations and Training Division

HQ AFRC/RSOO—Headquarters Air Force Reserve Command Recruiting Operations Branch

IMA—Individual Mobilization Augmentee

ISR—In-Service Recruiter

OL—Operating Location

RAMS—Recruiter Automated Management System

USAFR—United States Air Force Reserve (includes all Reserve categories)

Terms

Accession—Individual enlisted, appointed, or assigned into a pay category of the Air Force Reserve, the Air Force Ready Reserve Stipend Program, appointment of enlisted personnel to health professions officer programs, and gains to the chaplain candidacy program.

Air Force Ready Reserve Stipend Program—A program in which selected health professionals may receive a monthly stipend while in training or pursuing higher education, when they agree to participate in the Air Force Reserve upon completion of training.

Allied Health Professions Officers—(For Recruiting Purposes) Includes AFSCs: 41XX (health services), 42XX (biomed clinicians), 43XX (biomedical specialists), 46XX (nurses), and 47XX (dental, except 47SX--oral surgeon).

Eligible Separatees—Those individuals leaving the active duty Air Force who, according to AFI 36-3205, Applying For The Palace Chase And Palace Front Programs or AFRESI 36-2001, Recruiting Enlistment, Appointment And Assignment Procedures For the United States Air Force Reserve are tentatively qualified for enlistment/assignment into the Air Force Reserve.

End Strength—The total number of congressionally funded positions programmed for the United States Air Force Selected Reserve for each fiscal year.

Goal—The projected number of accessions needed to meet AFRC end strength requirements to include accessions required from each recruiter.

In-Service Recruiter—A recruiter whose primary responsibility is to recruit individuals separating from the active duty Air Force.

Individual Mobilization Augmentee—An individual reservist pre-assigned to an active component organization or Selective Service billet that must be filled upon, or shortly after, mobilization.

Line Recruiter—A recruiter whose primary responsibility is to recruit individuals from the local community for AFRC unit and IMA programs.

MAPPER—The computer software that manages the database system used by recruiting to organize and maintain historical accession data.

Physician Officers—(For Recruiting Purposes) Includes AFSCs: 44XX (medicine), 45XX (surgery), 47SX (oral surgeon), and 48XX (aerospace medicine).

Physician Senior Recruiter—The senior enlisted individual in charge of recruiters assigned physician goals.

Physician Recruiter—A recruiter whose primary responsibility is to recruit physicians into the Air Force Reserve.

RAMS—The MAPPER database computer system used by recruiting to maintain empirical data on all accessions. Authority to collect and maintain the data prescribed herein is 10 U.S.C. 8012 and is protected by the Privacy Act of 1974.

Senior Recruiter—The recruiter in charge of recruiters at a designated OL.

Attachment 2

EXAMPLES OF GOAL DEVELOPMENT

A2.1. Annual Unit Recruiting Goal Development:

60,200 (assigned 1 October)

(-) 60,100 (programmed FY end strength)

(-)   100 (drawdown--subtract from overall requirement)

    60,100

(x)   15% (if the attrition rate was 15%)

    9,030 (annual requirement if programmed end strength were 60,200)

    9,030 (annual requirement if 60,200 were programmed)

(-)   100 (drawdown)

    8,930 (annual unit recruiting goal)

A2.1.1. Wing recruiting goals are established in direct support of unit CV Requirements. To determine local line recruiter requirements, you first determine the number of gains your wing needs to meet 100 percent of the CV Requirement (step #1). Historical gains are available through your local MSS/MSMD. Next, determine what percent of your wing gains historically come from all your recruiters (step #2). If you have ISRs, you need to deduct their expected gains to your wing (step #3). Finally, you add your share of the IMA line goal to the subtotal, divide by the number of line recruiters you have, and you have your wing/IMA local requirements (step #4). Remember: you must goal the higher of the two goals (wing/IMA, or RS Fair Share) in writing, to your line recruiters. We must support local and national manning objectives. For competition purposes, awards are based on the RS Fair Share breakdown.

Table A2.1. Example Wing Unit Recruiting Goal Development.

				FY98
Asgn'd 1 Oct 97	**FY98 CV Rqmt**	**Difference**	**Attrition (13%)**	**Req'd Gains for CV Rqmt**
1402	1408	6	182.26	188.26
Hill Gains	**Total**	**From Hill RICs**	**Percent**	**Req'd Gains From Hill RICs**
FY96	133	118	88.72%	
FY97	131	112	85.50%	
Avg	132	115	87.12%	164.01
ISR % to Hill	**Accessions**	**To Hill**	**Percent**	
FY96 Mt Home ISR(s)	85	12	14.12%	
FY96 Hill ISR(s)	35	17	48.57%	
FY97 Mt Home ISR(s)	44	11	25.00%	
FY97 Hill ISR(s)	53	30	56.60%	
Avg Mt Home ISR(s)	64.5	11.5	17.83%	
Avg Hill ISR(s)	44	23.5	53.41%	
		FY98 ISR Goal	**% to Hill**	**Exp Gains from Hill ISRs**
	Mt Home	77	17.83%	13.73
	Hill	50	53.41%	26.70
	Total	127		40.43
OL Line Rctr Wing Gain Rqmt (164.01 - 40.43)				123.58
Line IMA Goal (From RS)				20
FY98 OL Line Rctr Goal to Support Wing & IMA				143.58
			Wing/IMA	**RS Fair Share**
Wing Rqmt Per Line Rctr (incl IMA) =			36	41

A2.2. ISR Recruiting Goal Development:

   200 (projected active duty separations)

(x)_.25_ (If the expected accession target were 25 percent)

   50 (Goal for ISR who covers one base)

   A2.2.1. If this same ISR covered an additional base, and it had the same number of eligible separa-
   tees, the goal at the second base would be 90 percent of 50 (or 45 people). This would be in addition
   to the 50 needed from the first base. If this ISR covered a third base, and it had the same number of

eligible separatees, the goal for the third base would be 80 percent of 50 (or 40 people). This would be in addition to the 50 at the first base and 45 from the second.

A2.3. Physician and Allied HP Recruiting Goal Development:

"X" Medical Unit/Location

   48 (assigned 1 October)

(-) _51 (programmed end strength for FY)

   3

   48

(x)_.15 (If the attrition rate were 15%)

   7.2 (round to 7)

   7

(+) _3

   10 (is the goal for "X" unit/location)

A2.3.1. Physician Senior Recruiter unit goal = (Total of physicians required at Unit A + Unit B + Unit C ...)

A2.3.2. Senior Recruiter allied HP goal = (Total of allied HP officers required at location A + Location B + Location C...)